

1700 K Street
Sacramento, CA 95814
TDD (916) 445-1942
(916) 322-7012



ADP BULLETIN

Title ANNUAL PUBLICATION OF CONTRACT PROCEDURES		Issue Date: 5/20/98 Expiration Date: Ongoing	Issue No. 98-25
Deputy Director Approval GLORIA J. MERK, II Program Operations Division	Function <input type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input checked="" type="checkbox"/> Fiscal <input type="checkbox"/> Administration	Supersedes ADP Letter #97-20	

PURPOSE

As mandated by AB 2071, this bulletin is being sent for informational and planning purposes to each California County Alcohol and Drug Program Administrator to transmit the annual publication of contract procedures for the Negotiated Net Amount (NNA) single contract, NNA and Drug/Medi-Cal (D/MC) combined contract, and D/MC direct contract.

DISCUSSION

The Department of Alcohol and Drug Programs (ADP), with input from the County Alcohol and Drug Program Administrators Association of California, California Organization of Methadone Providers, and the Governor's Advisory Council, has developed a new three-year contract process, which is based on the Governor's Budget (preliminary) allocation. The contract process has been streamlined to facilitate implementation of AB 2071. The new three-year budget does not contain county-generated program, modality, and provider fiscal detail. The success of this endeavor is dependent upon ADP receiving a complete Budget Act amendment from each county by Thursday, October 15, 1998, or 60 days after the Budget Act is signed.

These contract procedures, which will be updated and published annually, are divided into three sections: County Contract, Direct Contract, and Default Direct Contract. **The asterisks mark important, approximate dates in the process.**

REFERENCES

AB 2071, Chapter 1027, Statutes of 1996
ADP Letter #97-20, dated April 14, 1997

HISTORY

Not applicable

QUESTIONS/MAINTENANCE

If you have any questions or comments, please call Ruby Hundley, Contract Analyst, Contracts Management Branch, at (916) 323-1810.

EXHIBITS

[Exhibit: Fiscal Year 1998-99 Contract Procedures](#)

DISTRIBUTION

County Alcohol and Drug Program Administrators
Alcohol and Drug Recovery and Treatment Program Providers
California Organization of Methadone Providers
Director=s Advisory Council
D/MC Direct Providers

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
CONTRACTS MANAGEMENT BRANCH

FISCAL YEAR 1998-99 CONTRACT PROCEDURES

COUNTY CONTRACT PROCEDURES

January 1	ADP begins revision of the contract boilerplate. CMB distributes boilerplate to the Department of Alcohol and Drug Programs= (ADP) divisions for internal review and approval. The boilerplate is also distributed to County Alcohol and Drug Program Administrators Association of California, and the Department of Health Services for approval when applicable.
January 10	Governor=s Budget (preliminary) is released.
March 1*	ADP releases the preliminary allocation.
March 1*	ADP surveys counties as to their intent to contract for Drug/Medi-cal (D/MC) services and to identify which certified D/MC providers will be contracting with ADP.
April 15*	ADP sends contracts to counties.
May-June June 15*	Counties have approximately two months to approve contracts. Board of Supervisors- (BOS) or designee-approved contracts are due to ADP.
June 16	ADP acts on contingency plan for direct contracts with providers in counties that have not returned their contracts.
July 1*	Budget is signed.
July 1	If the contract is not executed by July 1, counties have an additional 30 days to secure approval.
July 31	Counties <u>MUST</u> return the approved contract to ADP by July 31 or forfeit the portion of their State General Fund (SGF) allocation required to finance the administrative and service costs of ADP direct contracts with certified D/MC providers.
August 1*	Counties <u>MUST</u> have D/MC providers= contracts in place 30 days after the Budget Act is signed.

August 15*	Budget Act allocation and contract amendment diskettes with fiscal detail format are mailed to counties.
October 15	Budget Act contract amendment proposals due to ADP.
October 15- December 31	ADP reviews, negotiates, and approves amendments. Contract packets to the counties.
October 20	If a county has not submitted an amendment by this date, ADP will notify ADP Accounting Unit to stop county payment.

Final Budget Amendment

March 15	ADP sends Final Amendment budget diskettes to counties.
April 1	Counties identify federal and SGF carryover.
April 10	Final allocation released.
May 1	Final contract amendments are due to ADP.
May 1- June 1	ADP reviews, negotiates, and approves amendments. Contract packets to counties.
June 30	BOS-approved final contract amendments are due to ADP.

DIRECT CONTRACT PROCEDURES

March 1*	ADP surveys counties as to their intent to contract for D/MC services and to identify which certified D/MC providers will be contracting directly with ADP.
March 1-15	ADP generates provider=s Letter of Intent and initiates creation of budget diskette.
March 15- May 15	ADP sends Letter of Intent, budget diskette, and contract boilerplate to certified providers in the county. Providers submit fiscal detail/budget summary to ADP. ADP reviews, negotiates, and approves proposals. Contract packets to providers.
June 15	Approved contracts are due to ADP.
July 1*	Budget is signed.
July 1	Contracts with D/MC certified providers in place.

DEFAULT DIRECT CONTRACT PROCEDURES

July 1* Budget is signed.

July 31* If a county does not have an approved contract with ADP by July 31, ADP **MUST** contract with certified D/MC providers in that county within 30 days.

August 1-25 ADP sends Letter of Intent, budget diskette, and contract boilerplate to certified providers within the county.

Providers submit fiscal detail/budget summary to ADP within one week.

ADP reviews, negotiates, and approves proposals.

Signed contracts are due to ADP.

September 1 Contracts with D/MC certified providers in place.

*Approximate dates in the process.